

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: May 24, 2006

CALATERS LETTER #06-002

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: ELEANOR ALVAREZ, Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CalATERS 2006-2007 FISCAL YEAR ACTIVITIES

This letter provides information regarding the upcoming new budget Year, 2006-2007.

In the event that the 2006-2007 budget is not signed by July 1, 2006, the following procedures will be applied:

- When an expense reimbursement form reaches the Department Accounting Office, the trip information should be reviewed to ensure the expenses incurred are prior to July 1, 2006.
- Forms including expenses incurred after June 30, 2006 should not be approved and should be held until the 2006-2007 budget has been approved.

All forms approved by Department Accounting Offices after June 30, 2006 and prior to approval of the 2006-2007 budget will be subject to pre-payment audit. Forms approved that contain expenses incurred during fiscal years prior to 2006-2007 will be processed; however, forms approved for expenses incurred during the 2006-2007 fiscal year will be returned to the submitting department accounting office to be held until the 2006-2007 budget is approved.

Once the 2006-2007 budget is approved, the applicable files (calprofile, calxref, and calaccount) must be modified to reflect the new budget year accounting information. After these files are loaded into CalATERS, forms submitted with the new coding will be processed without manual intervention.

**Required File Loads after Budget is Signed**

Last year, CalATERS staff created the applicable files (calprofile, calxref, and calaccount) needed to modify data in CalATERS to reflect new budget year accounting information. Files were created using data that existed in the CalATERS calprofile, calxref, and calaccount files. This service will once again be offered to those departments who are interested. Only the following fields will be modified:

- Fiscal year (Year of Statute);
- Chapter; and
- Detailed account coding (when applicable).

Once the 2006-2007 budget has been signed, the three files will be loaded. This service will save your department time and will streamline the activities required to support the change of fiscal year. If your department is interested in this service please contact Darlene Irwin at (916) 327-3924 or [dirwin@sco.ca.gov](mailto:dirwin@sco.ca.gov) by no later than June 23, 2006.

For those departments who wish to modify their own files, the most recent calaccount and calxref files are located on-line in CalATERS Report Administration Maintenance files. Your department maintains the most recent calprofile file. Please use the following guidelines to successfully update the files with the new fiscal year information:

Once the budget is approved, each department must update the budgetary information and submit the following three files:

- 1) Calprofile – This file must contain an “M” in the “type of update” field and updated with the new 2006-2007 fiscal year budget information. The modification must be made to each profile.
- 2) Calxref – This file must contain an “A” in the “type of update” field and updated to reflect 2006-2007 budget information including related changes to the detailed account coding field. This file must not span more than 3 fiscal years (e.g., if the effective start date is 07/01/06 then the effective end date will be 06/30/09).
- 3) Calaccount – This file must contain an “A” in the “type of update” field and updated to reflect 2006-2007 budget information. This file must not span more than three (3) fiscal years (e.g., if the effective start date is 07/01/06 then the effective end date will be 06/30/09).

Please submit these files within a week after the budget is signed.

### **Maintenance File Loads after Budget is Signed**

Departments are encouraged to review the calprofile file at this time and perform system maintenance activities. This is a good time to verify that all individuals loaded on the calprofile are current department employees.

### **CalATERS Performing FileUpdates**

For departments that wish to have the CalATERS unit update their files, an updated calprofile will be provided within two weeks of budget signing to the department. Although this file will contain updated budget information there is still a need for departments to review the calprofile to ensure that it reflects current department employees.

### **Departments Performing File Updates**

Once a department has indicated that they will perform the file updates, current calprofiles will be provided to them for update/maintenance activities.

Departments will be notified once the files have been successfully loaded into CalATERS. Prior fiscal year accounting information is retained on CalATERS for application to forms created with prior year expenses.

If you have questions, please contact the CalATERS Help Desk at (916) 324-9991 and reference this CalATERS Letter. Thank you.